



PERSONNEL SUPERVISOR II  
DEPARTMENTAL PROMOTIONAL SPOT FOR  
SACRAMENTO  
FINAL FILING DATE: FEBRUARY 8, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENTAL PROMOTIONAL SPOT FOR	HEADQUARTERS – SACRAMENTO					
WHO MAY APPLY	Candidates may only establish eligibility in <u>this</u> location.					
HOW TO APPLY	<p>COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.</p> <p>Applications (STD 678) must be <b>RECEIVED OR POSTMARKED</b> no later than the final filing date. <b>FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED.</b> Applications postmarked <b>AFTER THE FINAL FILING DATE</b>, personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON.</b> THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-5183</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.</p>		FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor Sacramento, CA 95816 (916) 227-5183
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857.					
SALARY RANGE	\$3893 - \$4731					
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that qualifications appraisal interviews will be held during March/April 2007.					
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.					
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the [written test date or final filing date]. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p><b>NOTE:</b> All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>					
MINIMUM QUALIFICATIONS	One year of experience in the California state service performing the duties of a Personnel Supervisor I or a Personnel Services Supervisor II.					
ADDITIONAL DESIRABLE QUALIFICATIONS	Familiarity with automated systems.					
POSITION DESCRIPTION	This is the second supervisory level in the series with full charge of all transactions functions. Through subordinate supervisors, incumbents plan, organize, and direct the work of the department's transactions program. There may be functional supervision over lower-level Personnel Specialists in geographically separated locations.					
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p><b>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</b></p> <p>Scope:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Current office methods, procedures, equipment, and basic math principles.</li><li>2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.</li></ol>					

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

3. A supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- B. Ability to:
1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Design and prepare tables, spreadsheets, and charts.
6. Advise employees of their rights.
7. Consult with supervisors on alternative actions which they may take on various transaction situations.
8. Communicate effectively.
9. Operate a computer keyboard/terminal.
10. Establish and maintain cooperative working relations with those contacted during the course of the work.
11. Organize and prioritize work.
12. Create/draft correspondence.
13. Maintain personnel records.
14. Represent the department on intra/interdepartmental teams.
15. Coordinate a variety of personnel/payroll transactions.
16. Research critical transactions and recommend alternative solutions.
17. Plan, organize, direct, and evaluate the work of subordinate staff.
18. Analyze work processes, evaluate suggestions, and develop and implement effective courses of action.
19. Effectively present ideas and recommendations.
20. Develop subordinate staff and assess training and developmental needs.
21. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

EDUCATION AND  
EXPERIENCE  
EVALUATION

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST  
INFORMATION

A departmental promotional eligible list will be established for the Department of Transportation in Headquarters – Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in promotional examinations.

VETERANS  
PREFERENCE POINTS

Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-5183, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8-498-7858 or TTY (916) 227-7857 / Calnet 8-498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.